

**SUBJECT: 2017 IDD Medicaid Spending Requirement - Closeout Report Request - STAIRS**

Dear Providers:

This notice contains information on mandatory Medicaid Spending Requirement closeout reporting for the following programs:

- Home and Community-based Services / Texas Home Living (HCS/TxHmL)
- Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Conditions (ICF/IID)

The Texas Health and Human Services Commission (HHSC) deleted the Total Medicaid Spending Requirement (MSR) in the ICF/IID reimbursement methodology at §355.456(j)(8), and in the HCS/TxHmL reimbursement methodology at §355.723(f)(10) beginning September 1, 2017.

Furthermore, HHSC is implementing a cost report reform initiative for HCS/TxHmL and ICF/IID providers only. Amendments to §355.105(c) for ICF/IID providers and at §355.722(a) for HCS/TxHmL providers, implements the requirement for even-year cost reports only beginning with the providers' 2018 fiscal year cost reports.

As a result, HHSC will not collect 2017 cost reports from HCS/TxHmL and ICF/IID providers for their 2017 fiscal years.

However, it is necessary for HHSC to close out the MSR through the end date of August 31, 2017. To fulfill this requirement HHSC will collect a final closeout report from all HCS/TxHmL and ICF/IID providers that participated in MSR. This MSR closeout report will be used for MSR purposes only and will not be used for attendant compensation rate enhancement accountability, nor will it be used for any purposes tied to rate setting.

For most IDD providers this will require they submit a MSR closeout report that will cover from the beginning of their 2017 fiscal year through August 31, 2017 (the end of the MSR requirement). For example, if a provider operates on a standard calendar year their MSR closeout report will cover 01/01/17 to 08/31/17.

For others who have a fiscal year that ends earlier than August 31<sup>st</sup>, they will be required to submit MSR closeout reports that begins with the next day immediately after the last day covered by the last cost report they submitted.

HHSC will collect the MSR close out reports via the STAIRS reporting system. The regular HCS/TxHmL and ICF/IID cost reporting forms will be utilized as it contains all the data elements necessary to determine MSR accountability. Also, providers and preparers are most familiar with this reporting approach.

This approach will also assist those IDD providers who are also contracted to provide non-IDD services. All programs other than HCS/TxHmL and ICF/IID are not part of the cost report reform initiative and are required to continue to submit annual cost reports.

## **DUE DATE**

The MSR closeout report due date must be fully verified, all required documentation uploaded, and the report submitted through the State of Texas Automated Cost Reporting System (STAIRS) online application. Information on STAIRS is provided below.

The report must be submitted no later than **April 30, 2018**.

## **REPORT SUBMISSION AND PREPARER REQUIREMENTS**

It is the responsibility of the contracted provider to submit an accurate report, completed in accordance with all applicable instructions and rules.

In accordance with Title 1 of the Texas Administrative Code §355.102(d), it is the responsibility of each provider to ensure that the preparer who signs their Cost Report Methodology Certification completes the required HHSC-sponsored cost report training.

Preparers must complete a training webinar for each program for which a MSR closeout report is submitted. In order to be qualified to complete MSR closeout report, the preparer must complete the mandatory 2017 cost report training.

Preparers who have NOT completed the mandatory training will NOT be added to the list of eligible preparers in STAIRS and therefore cannot be selected and assigned as the Preparer. NO EXEMPTIONS from the mandatory training requirements will be granted.

Information Letter No. 18-01, to notify providers of the training schedule for 2018 was distributed via HHSC electronic communication on January 8, 2018. This letter has also been posted on the Texas Health and Human Services (HHSC) Rate Analysis Department (RAD) Website in the Training information section of each program. Details on requirements for mandatory cost report training for preparers and how to register for a training webinar are available on the **Rate Analysis Website** (see below).

## **THE STATE OF TEXAS AUTOMATED INFORMATION REPORTING SYSTEM (STAIRS)**

Providers must submit their MSR closeout report through STAIRS. STAIRS is web-based and hosted by state contractor, Fairbanks, LLC.

Providers and preparers who have previously submitted a cost Report via STAIRS will use the same logon information to access the MSR closeout report as well as any other 2017 Cost Report they must submit.

New providers without prior STAIRS access, will be sent an email containing STAIRS login information including their username and password. The email will be sent to the Primary Entity Contact designated by HHSC RAD. A new provider who has not received an e-mail with their login information by February 7, 2018, should contact [CostInformation@hhsc.state.tx.us](mailto:CostInformation@hhsc.state.tx.us).

The Primary Entity Contact has the responsibility to assign other Contacts for their entity in STAIRS. At a minimum, a "Preparer" who is responsible for completing the entity's MSR closeout report and/or cost report(s) must be assigned. Assigning a "Primary Financial Contact" is also an option. If a Primary Financial Contact is assigned, either the Primary Entity Contact or the Primary Financial Contact has the ability to assign additional Contacts, including the assignment of the Preparer.

It is strongly encouraged that the Preparer be assigned as soon as possible to give the preparer access to the reports in STAIRS. They must have adequate time to prepare the report(s) so that the entity may then complete the final Step in STAIRS to submit their report(s) by the due date.

A reference material document titled ***Helpful Information for Contacts and Preparers*** is available to provide guidance in adding other Contacts or Preparers. Reference Materials are located at the bottom of the main screen after logging onto STAIRS.

When logging into STAIRS for the very first time a Contact will be asked to establish a security profile for their account that will include setting up three (3) question and answer pairs that will be used to validate identity in the event the Contact forgets or need to reset their password.

## **RATE ANALYSIS WEBSITE**

The HHSC RAD website contains program-specific cost report instructions, cost report training information and materials, payment rates, RAD staff contact information and web links for cost report training registration and support for automated reporting. Additional information and features are added periodically. We encourage you to visit the RAD website at:

<https://rad.hhs.texas.gov/long-term-services-supports>

## **RESOURCES**

Questions regarding contracts and cost report groupings that have been assigned to your entity should be directed to HHSC RAD at 512-490-3193 or [costinformation@hhsc.state.tx.us](mailto:costinformation@hhsc.state.tx.us)

Questions regarding Preparers, or the list of Preparers, should be directed to HHSC RAD at 512-490-3193 or [costinformation@hhsc.state.tx.us](mailto:costinformation@hhsc.state.tx.us)

Questions regarding adding Contacts or problems with UserName and/or Password should be directed to the Fairbanks, LLC, Help Desk at 877-354-3831 or [info@fairbanksllc.com](mailto:info@fairbanksllc.com)

Questions regarding the proper completion of your MSR closeout report in STAIRS should be directed to the appropriate HHSC contact for your program. A list of program contacts can be found at:

<https://rad.hhs.texas.gov/long-term-services-supports/contact-list>

Sincerely,

Ray Wilson  
Director, Cost Reporting  
HHSC Rate Analysis Department